



Date: _____

Maintenance Agreement Amendment Initiation Form

To begin the review process, please submit the following: (Required for ALL projects)

- One (1) Completed Maintenance Agreement Amendment Initiation Form
- One (1) Complete set of exhibits** for the project(s) to be amended

Once your exhibits have been approved, you will be asked to provide the following:

- One (1) copy of the Articles of Incorporation – If property owner is an entity
- One (1) copy of the legally recorded Warranty Deed
- One (1) set of the drafted Maintenance Agreement with original signatures and notarial seals (The Contract Management staff will draft the agreement and send it to the applicant via e-Mail)
- One (1) copy of the site plan / vicinity map labeled as “Exhibit A”
- One (1) copy of approved Maintenance Agreement exhibits** labeled as “Exhibit B”
- One (1) copy of Certificates of General Liability Insurance labeled as “Exhibit C”
- Recording Fee Payment – Contract Management staff will send over the invoice

****Project Exhibits**

- Must be no bigger than 8 ½ x 11
- Can only be one-sided
- Must clearly detail the requested project showing its relation to the property line and the right-of-way
- Must provide Legal Description, North Arrow, Scale and Metes and Bounds of encroachment

I. PROJECT INFORMATION (Provide information for each box)

Owner / Company Name: <i>*Must match name on agreement</i>	
Project Address or Location:	
County:	
Legal Description:	

II. OWNER INFORMATION

Owner Name:					
Mailing Address:				City:	
City:		State:		Zip:	
Phone Number:			E-mail:		

III. SIGNATORY INFORMATION (Person who will sign the contracts)

Applicant/Developer Legal Name: *Must match signatory documents					
Contact Name:				Title:	
Street Address:		City:		State:	Zip:
Phone Number:			E-mail:		

IV. CONTACT INFORMATION – For all correspondence regarding application

Contact Name:				Title:	
Phone Number:			E-mail:		

Description of Project Specific to Maintenance Agreement amendment. **Include the original Maintenance Agreement contract number:** *(Be as specific as possible)*

V. APPLICANT SIGNATURE

Entity: _____

Name: _____

Signature: _____

Date: _____